

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
ABN: 59 986 092 492



Approval to Operate Caravan Park or Camping Ground Application **Section 68, Part F2 Local Government Act 1993**

Please complete all sections and when completed please submit this form to Council.

NOTE:

1. Lithgow City Council must be notified within seven (7) days of any change to these particulars.
2. This notice is to be accompanied by the fee determined by Lithgow City Council.

Applicant:

Name of Applicant: _____
Postal Address: _____
Phone Number: _____ Applicant Ref. No.: _____
Email Address: _____

Caravan Park or Camping Ground Details:

Name of Caravan Park or Camping Ground: _____

Company Name (if applicable): _____
ABN or ACN Number: _____
Lot: _____ Section: _____ DP: _____ Property No: _____
Portion: _____ Parish: _____ County: _____
Street No.: _____ Street Name: _____
District/Town/Village: _____ Postcode: _____
Manager's Full Name: _____
Total No. of Sites: _____
Long Term: _____ Short Term: _____ Campsites: _____

Number of:

Amenities:

Male: Toilets: _____ Showers: _____ Hand Basins: _____ Urinals: _____
Female: Toilets: _____ Showers: _____ Hand Basins: _____
Disabled: Toilets: _____ Showers: _____ Hand Basins: _____

Laundry Facilities:

Washing Machine: _____ Irons: _____ Ironing Boards: _____ Tubs: _____
Clothes Dryers: _____ Clothesline Space: _____ Metres: _____

Information Checklist:

	Yes	No
1. Are the site boundaries clearly delineated?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the sites clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all sites provide for adequate vehicle parking?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there adequate site separation ($\geq 2.5\text{m}$)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the sites meeting adequate setback from roads (1m) / boundary (2m)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all permanent structures have appropriate engineered compliance plate?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do all caravans have running gear in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is drinking water available for residents/visitors?	<input type="checkbox"/>	<input type="checkbox"/>
9. If so, do you have a current QAP with NSW Health?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is a dump point provided for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the site is unsewered, do you have a current Approval to Operate for the onsite sewage management system?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are all roads adequately lit for the safety of residents/visitors?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are speed limit signs clearly visible and limited to 15 km/h?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is a register of site residents/visitors maintained?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is a community map (site layout) displayed?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are information sheets provided to all residents/visitors?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there adequate visitor parking?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there an adequate wash bay provided?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there an Emergency Evacuation Plan and signposted dedicated assembly point?	<input type="checkbox"/>	<input type="checkbox"/>
20. Is there appropriate firefighting equipment (hydrants, reels, extinguishers, tankers etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
21. Does the firefighting equipment have current annual certification (attach copy of most recent certificate)?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are there adequate areas for waste storage and are all garbage receptacles kept covered?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are the waste removal methods conducted in an environmentally satisfactory manner (i.e., through contractors, Council, self-haul to nearest appropriate waste management facility)?	<input type="checkbox"/>	<input type="checkbox"/>
24. Is stormwater drainage adequate?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

In submitting this application, I acknowledge that:

- I/We declare that the information provided in this application is true and correct to the best of my knowledge.
- I/We hereby permit any duly authorised officer of Lithgow City Council to enter the land or premises to carry out inspections, surveys or take measurements and/or photos as required for the administration of the Act(s), Regulation(s), or Planning instrument.

Applicant Name: _____

Signature: _____

Date: ____/____/____

Lodgement:

You can lodge the completed form via:

Mail: PO Box 19, Lithgow NSW 2790

Email: council@lithgow.nsw.gov.au

In Person: Lithgow City Council Administration Building
180 Mort Street, Lithgow NSW 2790
Opening Hours – 8:30am – 4:15pm Monday to Friday

What Now: Once your application is received by Council, the relevant Officer will contact you if further information is required. For further information regarding this form please contact Council.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE
By completion of this form, you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

<u>OFFICE USE ONLY</u>	
DATE RECEIVED: ____/____/____	RECEIPT NO.: _____
RECEIVED BY: _____	AMOUNT PAID: _____
RECEIPTED BY: _____	COST ACCOUNT: _____
SIGNATURE: _____	
NOTES: _____	

Maintained By Dept:	ED&E	Effective Date:	Review Date:
Version:	1	1 July 2021	July 2023